

STANDARD FORM NO. 64

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 23 May 1956

FROM : Chief, Intelligence School

SUBJECT: Weekly Activities Report No. 21
16 May - 23 May 1956

I. SIGNIFICANT ITEMS

Nothing to report.

II. OTHER ACTIVITIES

1. Writing Workshop No. 7 began 21 May with 13 enrolled: 6 DD/I (2 ORR; 1 OSI; 1 OCI; 1 OCR; 1 FBID/OO); 4 DD/P (2 WH; 1 EE; 1 FE); 3 DD/S (2 Commo; 1 Audit Staff).

2. Thirteen students completed Intelligence Principles and Methods No. 12 last Friday. In the concluding session the Director of Training recounted some of the experiences of his recent tour of overseas stations. Both students and staff appreciated Mr. Baird's frank discussion of his observations and impressions.

3. Conference Leadership No. 2 concluded 21 May. The 14 students joined Professor [] in a final review and critique which resulted in several recommendations for future runnings of the course. Since the art of conference participation is also emphasized, the students suggested that the course could be more properly entitled "Conference Techniques." It was the consensus that the size of the class should remain at a maximum 15, but that several conferences should be held with 8 members of the class participating and the remainder serving as observer-critics.

4. Special arrangements have been made for [] of ORR to receive tutorial instruction in oral briefing from Professor [] next week. Mr. [] new assignment will involve considerable briefing of military personnel. He was unable to enroll in the last running of the Intelligence Briefing course.

5. Mr. [] lectured Monday on "Soviet Communist Aims and Activities in Free Europe" in the LETS Basic Area Survey of the USSR.

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6. Last Friday Messrs. [] attended the final session of the Asian Seminar, sponsored jointly by UNESCO and the American Council of Learned Societies.

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7. Mr. [] lectured today in BOC on "Soviet Policy in Underdeveloped Countries."

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III. PERSONNEL NOTES

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1. Miss [], formerly assigned to the Training Section, Office of Communications, reported for duty as an instructor in Reading Improvement 21 May. As part of her orientation, she attended a briefing by TEB/A&E yesterday on evaluation policies and procedures.

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